

John H. Anlian
Mayor

William G. Gerken
Commissioner

Adam MacNeill
Commissioner

Mark Olsen
Commissioner

Wanda C. Portorreal
Commissioner



PUBLIC BIDDING & COMPETITIVE CONTRACTING FAIR & OPEN PROCESS

REQUEST FOR QUALIFICATIONS

Sealed Qualifications for the professional service listed below will be received by the Village of Ridgefield Park before May 6, 2024 at 1 p.m. prevailing time, and must be submitted by mail or hand-delivery. All RFQ Offerings are available through the Village website, <https://www.ridgefieldpark.org> or upon request from the Village Clerk's Office.

RFQ – Payroll Services

All documents must be submitted to the Village by mail or by hand-delivery. Qualification Statements will not be accepted by facsimile transmission or e-mail.

All Addenda will be issued on the website. Therefore, all interested Respondents should check the website from now through Submission Deadline. It is the sole responsibility of the Respondent to be knowledgeable of all addenda related to this procurement. Potential Respondents should follow all applicable instructions as prompted or directed by the Village through this document or Addenda thereto.

All Respondents shall comply with the requirements set forth in N.J.S.A. 10:5-31 and N.J.A.C. 17-27, et seq.

Board of Commissioners, Village of Ridgefield Park

Village of Ridgefield Park
234 Main Street, Ridgefield Park, NJ 07660
Phone 201-641-4950 Fax 201-641-1248
<https://www.ridgefieldpark.org/>

NOTE: The Village of Ridgefield Park will consider submissions only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.

REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF PAYROLL SERVICES

SUBMISSION DEADLINE

May 6, 2024 at 1 p.m.

Issued by:

The Village of Ridgefield Park

GENERAL INFORMATION AND SUMMARY

ORGANIZATION REQUESTING STATEMENT OF QUALIFICATION

Village of Ridgefield Park
234 Main Street
Ridgefield Park, NJ 07660

CONTACT PERSON

Mike Liantonio, Assistant Finance Manager
Village of Ridgefield Park
234 Main Street
Ridgefield Park, NJ 07660
mliantonio@ridgefieldpark.org

PURPOSE OF REQUEST

The Village of Ridgefield Park is requesting qualification statements from qualified applicants to provide Payroll Services for the Village of Ridgefield Park. Proposals will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). One or more individuals/firms may be selected to provide all or part of the requested services, or no one may be selected. If a Respondent is selected, the Board of Commissioners will approve a resolution awarding a contract to the Respondent based on a rate of compensation to be set by the Village of Ridgefield Park not to exceed an amount specified in the resolution without further action by the Ridgefield Park Board of Commissioners.

PERIOD OF QUALIFICATION

April 5, 2024 through April 5, 2025.

CONTRACT FORM

If selected to provide services, a qualified Respondent shall be required to execute a form contract, which may include indemnification, insurance, termination, and licensing provisions.

It must also be agreed and understood that acceptance by the Respondent of the final payment shall be considered a release in full as to all claims against the Village of Ridgefield Park arising out of, or by reason of, the work done and materials furnished under a contract.

GLOSSARY

The following definitions shall apply to, and are used in, this Request for Qualifications:

“Village” – refers to the Village of Ridgefield Park.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

“Submission Deadline” – refers to the date and time by which the Qualification Statements must be received by the Village in order to be considered for award of the contract or position.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Village) have satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof, or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

“Contract Period” – a contract for Payroll Services may be issued at any time during the Qualification Period, for a period not to exceed one (1) year (for example, a contract may be issued in March 2024, for a term March 2024 through February 2025).

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

Section 1.1. Introduction and Purpose.

The Village of Ridgefield Park is soliciting Qualification Statements from interested persons and/or firms for the provision of such services as more particularly described herein. Through the RFQ process described herein, persons and/or firms interested in assisting the Village with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Village will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Village).

The Village of Ridgefield Park intends to qualify person(s) and/or firm(s) that:

- (a) possess the professional, financial, and administrative capabilities to provide the proposed services; and
- (b) will agree to work under the compensation terms and conditions determined by the Village to provide the greatest benefits to the residents of Ridgefield Park.

Section 1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq., however. The Village has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to this RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Village and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative, and financial areas described in this RFQ. Under no circumstances will a member of the Review Team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Village will (in its sole judgment) determine which Respondents are qualified (from professional, administrative, and financial standpoints) Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Village) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Village.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Village reserves the right to, among other things, amend, modify, or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be submitted to the Contact Person through the email or phone number provided above.

Responses must be submitted to the Village by mail or by hand-delivery, no later than the Submission Deadline. Qualification Statements will not be accepted by facsimile or e-mail. Responses must be enclosed in a sealed envelope. Respondent must indicate the following on the outside of the envelope: 1) the name and address of the Respondent; 2) the RFQ Reference Name and Title of the services for which the response is submitted, and; 3) the "Qualification Statement." No late response will be accepted.

Any RFQ response not delivered in this manner shall be declared void unless the deviation is deemed to be a minor technical violation.

The burden is upon the Respondent to comply specifically with the directions in this RFQ. The Respondents are put on notice that because of precautions resulting from terrorist's threats, packages may be opened if directed to the wrong office of the Village.

Subsequent to issuance of this RFQ, the Village (through the issuance of addenda to all persons and/or firms that have requested and received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Village.

Qualified Respondents are advised that a for-profit business entity that has received \$50,000 or more through government contracts in a calendar year, must file an annual disclosure statement on political contributions with the New Jersey Election Law Commission pursuant to N.J.S.A. 19:44A-20.27(a). It is the Qualified Respondent's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Qualifications	April 5, 2024
2.	Receipt of Qualification Statements	May 6, 2024
3.	Opening of Response	May 7, 2024

Section 1.3. Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission, review, and consideration of its Qualification Statement:

1. This document is an RFQ and does not constitute an RFP.
2. This RFQ does not commit the Village to issue an RFP.
3. All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
4. The Village reserves the right (in its sole judgment) to reject, for any reason, any and all responses, and components thereof, and to eliminate any and all Respondents to this RFQ from further consideration for this procurement.
5. The Village reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
6. The Village reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
7. All Qualification Statements shall become the property of the Village and will not be returned.
8. All Qualification Statements will be made available to the public at the appropriate time, as determined by the Village (in the exercise of its sole discretion) in accordance with law.
9. The Village may request Respondents to send representatives to the Village for interviews.

10. Any and all Qualification Statements not received by the Village via mail or hand-delivery before the Submission Deadline will be rejected.
11. Neither the Village, nor its respective staffs, consultants, or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement, or for participating in this procurement process.

Section 1.4. Rights of the Village of Ridgefield Park.

The Village reserves, holds, and may exercise at its sole discretion, the following rights and options with regard to this RFQ and the procurement process, in accordance with the provisions of applicable law:

1. To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
2. To supplement, amend, or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
3. To waive any technical non-conformance with the terms of this RFQ.
4. To change or alter the schedule for any events called for in this RFQ, upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
5. To conduct investigations of any or all of the Respondents, as the Village deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
6. To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Village may determine to commence a new procurement process, or exercise any other rights provided under applicable law without any obligation to the Respondents.
7. A response to this RFQ is not considered to be a binding "bid." This RFQ does not guarantee that a contract for Payroll Services will be issued, or any set amount of compensation, or limit on compensation if such a contract is issued. The Village disclaims any obligation to issue a contract pursuant to any compensation request contained in any Qualification Statement, even if a contract is issued in response to such Qualification Statement.
8. The Village shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

Section 1.5 Addenda or Amendments to RFQ.

During the period provided for the preparation of responses to the RFQ, the Village may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Village and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

Section 1.6 Cost of Response Preparation.

Each Response and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Village, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

Section 1.7 Response Format.

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which, in the judgment of the Village, fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Village to solicit Qualification Statements from Respondents that have expertise in the provision of Payroll Services. The selected Respondent(s) will be tasked with administering the Payroll system for the Village of Ridgefield Park. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services. Services that will be required from Respondent will include:

1. Providing payroll processing.
2. Ability to import employee hours, vacation, sick and personal days each pay period.
3. Providing web access – online data entry of payroll.
4. Payroll delivery of checks and reports by courier to the Payroll Department not later than 24 hours prior to the effective date of the distribution of the payroll.
5. Direct deposit with any institution.
6. Check signing and envelope insert service.
7. Tax payment and filing services (withholding and depositing) with tax and penalty coverage for any errors, including Report Filing, Deposits and Payment of ALL required state and federal payroll taxes, assuming all responsibilities for timely filings and payments.
8. Employee training.
9. Implementation which includes process review and recommendations for improved efficiencies.
10. Online services for employees.
11. Report writing and filing of state IROC pension reports - Compliance with PFRS, PERS, and DCRP Pension Reports, Loan Reports, and Payments. Initiate PFRS, and PERS annual payments to the State of New Jersey on behalf of the Village of Ridgefield Park.
12. Conversion from incumbent payroll vendor with all applicable reconciliations.
13. Provision of a payroll test or preview must be made available for review for potential errors prior to generation of payroll checks and direct deposits for every payroll.
14. Deduction accumulators.
15. Quarter/Year End reporting and delivery, including W-2 and 1099 preparation, processing, delivery and filing.
16. Benefit accrual (vacation, sick and personal days).
17. Export file for General Ledger payroll journal and/or input ready report.
18. Ability to track and have access to multiple prior year pay rates.

19. Help Desk, with immediate access to Customer Service/Technical Support, with shared/dual desk support capabilities.
20. Wage garnishment administration including the required payments to Third Party entities.
21. Payroll reporting, including:
 - a. Payroll registers
 - b. Payroll tax reports
 - c. Pension deduction reports
 - d. Payroll expense distribution reporting
 - e. Cumulative payroll reporting for gross payroll, pay compensation components, payroll taxes and other payroll deductions
 - f. Miscellaneous and Other Payroll deduction reporting
 - g. Wage garnishment reporting
22. Agency payment administration (Child Support, Insurances, Cafeteria Plan Benefits).
23. Deduction Codes --- need numerous.
24. ACA 1095C Verification and Reporting
25. Stop payments/voids/reversing direct deposits.
26. GTL Automated Calculations.
27. Upon request, vendor will provide all historical payroll data in comma-delimited format (csv) or agreed upon standard file format for any reason within 96 hours from request.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative, and financial qualifications set forth in Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A to this RFQ).
3. The name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership, and its organizational structure.
 - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
 - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture, or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance
5. An executed Letter of Intent (See Appendix B).
6. The number of years your organization has been in business under the present name.
7. The number of years the business organization has been under the current management.
8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
9. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
11. Confirm appropriate federal and state licenses to perform activities.
12. Copy of a valid Business Registration Certificate issued by the State of New Jersey, Department of Treasury.
12. Respondent shall submit an SSAE 16 report with its Statement of Qualification.
13. Respondent shall include proof of insurance coverage for losses of at least \$500,000.
14. Respondent shall submit a copy of its most recent Audit Report.
15. Describe those portions of the Respondent's services, if any, that the Respondent presently anticipates subcontracting out to a subcontractor if awarded a contract for Payroll Services. (A subcontractor means any business organization that is not a contractor that knowingly provides goods or performs services for a contractor or another subcontractor in the fulfillment of a contract issued by a contracting agency where the cost of the subcontractors work exceeds 15% of the contracting unit's bid threshold. Please note that if you identify any subcontractors in your Qualification Statement you must provide a copy of a Business Registration Certificate for such subcontractor; we are not asking you to identify subcontractors at this time).

Section 3.3 Professional Information Requirements.

1. Respondent shall provide the following technical information:
 - a. Identify Respondent's payroll data input cut-off for payroll processing.
 - b. Define Respondent's customer support/help desk hours of operations.
 - c. Description of Respondent's specific schedules pertaining to ACH for payroll taxes and direct deposits during payroll cycles.
 - d. Description of Respondent's process for handling requests for tax and payroll deductions for the preparation of manual paychecks.
2. Respondent shall submit a description of its overall experience in providing the type of services sought in this RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - a. Description and scope of work by Respondent.
 - b. Name, address, and contact information of references to the RFQ.
 - c. Explanation of perceived relevance of the experience to the RFQ, including any Board Certification in relevant areas of practice.
3. Brief description of Respondent's relevant clients, including a listing of all municipal government or other public entitled clients, during the last three (3) years.

4. Resumes of key employees, and an indication of which employees would be directly working with the Village.
5. A narrative statement of the Respondent understanding of the Village's needs and goals.
6. List all immediate relatives of Principal(s) of Respondent who are Village employees or appointed officials of the Village. For the purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
7. Limits of Malpractice/Liability insurance coverage and name of insurance carrier.
8. A listing of all other engagements where services of the type proposed was provided in the past five (5) years. This should include other municipal governments and other levels of government, including the Village. Contact Information for the recipients of those similar services must be provided. The Village may obtain references from any of the parties listed.
9. Demonstration of ability, with appropriate personnel or other arrangements, to perform the required tasks in a timely fashion, including the attendance of meetings, as necessary.
10. A listing of all professional organization memberships.
11. A detailed statement of whether potential conflicts exist that would preclude the issuance of a contract for the Payroll Services herein described.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

Section 4.1 Submission of Qualification Statements.

Qualification Statements must be submitted to the Village by mail or by hand-delivery, no later than the Submission Deadline. Qualification Statements will not be accepted by facsimile or e-mail. Responses must be enclosed in a sealed envelope. Respondent must indicate the following on the outside of the envelope: 1) the name and address of the Respondent; 2) the RFQ Reference Name and Title of the services for which the response is submitted, and; 3) the "Qualification Statement." No late response will be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein.

SECTION 5

EVALUATION

The Village's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost-effective services to the residents of the Village of Ridgefield Park. The Village will consider Qualification Statements only from firms or organizations that, in the Village's judgment, have demonstrated the capability and willingness to provide high quality services to the residents of the Village, in the manner described in this RFQ.

Responses will be evaluated by the Village on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Village and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Ridgefield Park Board of Commissioners; and
4. Other factors demonstrated to be in the best interest of the Village.

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ. Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The Village reserves the right to:

1. not select any of the Qualification Statements;
2. award a contract for the requested services at any time within the qualification period;
3. award one or more contracts to Qualified Respondents for all or any part or parts of the services (in any manner provided for under the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., or other law) such that more than one Respondent may be engaged for the entire scope of work, multiple Respondents may be engaged for various portions of the needed work, and any Respondent may be obligated to work with others in connection with the provision of the requested services.

Every Qualification Statement should be valid through the entire qualification period.

The Village shall not be obligated to explain the results of the evaluation process to any Respondent.

SECTION 6

GENERAL TERMS AND CONDITIONS

1. The Village of Ridgefield Park reserves the right to reject any or all Qualification Statements, if necessary, or to waive any informalities in the Qualification Statements, and, unless otherwise specified by the Respondent, to accept any item, items, or services in the Qualification Statement should it be deemed in the best interest of the Village to do so.
2. Each Qualification Statement must be signed by the person authorized to do so.
3. No Respondent shall influence, or attempt to influence, or cause to be influenced, any Village officer or employee to use their official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
4. No Respondent shall cause or influence, or attempt to cause or influence, any Village officer or employee to use their official capacity to secure unwarranted privileges or advantages for the Respondents, or any other person.
5. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Village Attorney's decision shall be final and conclusive.
6. The Village of Ridgefield Park shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its Qualification Statement.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127) N.J.A.C. 17:27

If your firm is awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. The following language, subject to any amendments by law or regulation, will be incorporated into any contract issued for the services advertised:

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or sub contractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmation Action Plan Approval

Certificate of Employee Information Report Employee

Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

MANDATORY BUSINESS REGISTRATION LANGUAGE

Non-Construction Contracts

All contractors and subcontractors must provide a Business Registration Certificate when seeking to do business with the State of New Jersey, and other public agencies in this state. Failure to submit proof of registration requires mandatory rejection of a bid as non-waivable defect. Proof of registration must be received before the contract is issued for non-bid contracts: such as contracts exempt from public bidding that are over the bid threshold, professional services, and extraordinary unspecifiable services, and purchase orders that are under the bid threshold. For non-bid contracts only, if proof has been filed through a previous contract, the contracting agency may waive resubmission.

“New Jersey Business Registration Requirements”

N.J.S.A. 52:32-44(1)(b) No contract shall be entered into by any contracting agency unless the contractor provides a copy of its business registration in accordance with the following schedule:

- (1) In response to a request for bids or a request for proposals, at the time a bid or proposal is submitted; or
- (2) For all other transactions, before the issuance of a purchase order or other contracting document. In its sole discretion, the contracting unit may waive this requirement if a business registration has been previously proved to the contracting agency.

N.J.S.A. 52:32-44(1)(c) A subcontractor shall provide a copy of its business registration to any contractor who shall forward it to the contracting agency. No contract with a subcontractor shall be entered into by any contractor under any contract with a contracting agency unless the subcontractor first provides proof of valid business registration. The contracting agency shall file all business registrations received by the contracting agency with other procurement documents related to the contract.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

N.J.S.A. 54:49-4.1 A business organization that fails to provide a copy of a business registration as required pursuant to section of P.L. 2001, c. 134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Date: _____

Tara O'Grady, RMC
Village Clerk
Ridgefield Park Municipal Building
234 Main Street
Ridgefield Park, NJ 07660

Re: LETTER OF QUALIFICATION

Dear Ms. O'Grady:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Village of Ridgefield Park (the "Village"), dated _____ in connection with the Village's need for Payroll Services.

I/We affirm that the contents of the enclosed Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual, and complete to the best of our knowledge and belief, and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of _____ (Respondent). *

Signed:

Printed:

Title:

* If a joint venture, partnership, or other formal organization other than a natural person is submitting a Qualification Statement, this Letter of Qualification must be signed by an individual with the legal authority to

bind the organization.

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Date: _____

Tara O'Grady, RMC
Village Clerk
Ridgefield Park Municipal Building
234 Main Street
Ridgefield Park, NJ 07660

Re: LETTER OF INTENT

Dear Ms. O'Grady:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Village of Ridgefield Park (the "Village"), dated _____ in connection with the Village's need for Payroll Services,

("Respondent")* HEREBY
STATES:

1. The Qualification Statement contains accurate, factual, and complete information.
2. Respondent agrees to participate in good faith in the procurement process as described in the RFQ, and to adhere to the Village's procurement schedule.
3. Respondent acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any other documents prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. Respondent hereby declares that the only persons anticipated by Respondent to perform the professional services for which this Qualification Statement is submitted are named herein, and that no person other than those herein mentioned has any participation in this Qualification Statement, or in any contract to be entered into with respect thereto. Additional persons may subsequently perform professional services for which this Qualification Statement is submitted, but only if acceptable to the Village. Respondent declares that this Qualification Statement is made without connection with any other person, firm, or parties who have

submitted a Qualification Statement, except as expressly set forth below, and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. Respondent acknowledges and agrees that the Village may modify, amend, suspend, and/or terminate the procurement process (in its sole judgment). In any case, the Village shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
6. Respondent acknowledges that any contract executed with respect to the provision of professional services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Signed: _____

Printed: _____

Title: _____

Dated: _____

* If a joint venture, partnership, or other formal organization other than a natural person is submitting a Qualification Statement, this Letter of Qualification must be signed by an individual with the legal authority to bind the organization.

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership
Partnership

☐ Limited Liability Corporation

☐ Limited Liability

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 20____	_____ (Alliant)
(Notary Public)	_____ (Print name & title of alliant)
My Commission expires:	_____ (Corporate Seal)